

PERFORMANCE MANAGEMENT SYSTEMS

- 1. REASON FOR ISSUE:** To issue Department of Veterans Affairs (VA) policy regarding performance management systems.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** The page in this transmittal replaces the corresponding page number in VA Directive 5013, dated April 15, 2002. It incorporates a change that revises coverage based on additional Title 5 positions being converted to Title 38 hybrid positions. The changes will be incorporated into the electronic version of VA Directive 5013 that is maintained on the [Office of Human Resources Management and Labor Relations Web site](#).
- 3. RESPONSIBLE OFFICE:** The Human Resources Management Employee Relations & Performance Management Service (051), Office of the Deputy Assistant Secretary for Human Resources and Labor Relations.
- 4. RELATED HANDBOOK:** VA Handbook 5013, Performance Management Systems.
- 5. RESCISSIONS:** Refer to the Transmittal Sheet for VA Directive 5001, General Introduction and Administration.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/Robert N. McFarland
Assistant Secretary for
Information and Technology

/s/Tim S. McClain
Acting Assistant Secretary
Office of Human Resources and Administration

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(f) Continuously improve the performance appraisal, feedback, and recognition policies and processes through systematic and periodic evaluations.

b. Title 38 Proficiency Rating System

(1) **Scope.** The provisions of this paragraph apply to the proficiency evaluation of physicians, dentists, podiatrists, optometrists, chiropractors, nurses, nurse anesthetists, physician assistants and expanded-function dental auxiliaries appointed under authority of 38 U.S.C., chapter 73 or 74. The above categories of individuals are included in the term employee(s) as used in this paragraph unless otherwise specified. The term "Under Secretary for Health or designee" as used in this paragraph means the Under Secretary for Health or a designee in VACO.

(2) Exclusions

(a) The Under Secretary for Health

(b) Health care facility directors appointed under 38 U.S.C. 7401(1); Directors, Veterans Integrated Service Network (VISN) and VISN clinical managers; and health care executives appointed under 38 U.S.C. 7306 [will be evaluated using the Senior Executive Service performance appraisal system].

(c) [Hybrid Title 38 employees] appointed under 38 U.S.C. 7401(3) or 7405[(a)(1)(B)].

[(d) Title 38 employees covered by the Veterans Health Administration Executive Career Field Performance Appraisal and Recognition Program. See VA Handbook 5013, Part I, Appendix F.]

(3) General

(a) The proficiency rating system is designed to assure the effective and efficient utilization of the covered employees and to furnish bases for assistance and guidance to them in the performance of their assignments and the development of their skills and abilities.

(b) The proficiency rating system will provide for planned, continuous, and systematic review, analysis and evaluation by all supervisors of the effectiveness of employees in their assignments.

(c) The proficiency rating of supervisors will include an evaluation of their performance in furthering equal employment opportunity, including employment of disabled veterans and other disabled individuals, minority groups, and women.

3. RESPONSIBILITIES

a. Title 5 Performance Appraisal Program

(1) [Under Secretaries], Assistant Secretaries, and Other Key Officials will:

(a) Develop and manage performance appraisal programs for their respective organizations.

(b) Determine the linkage, if any, between the results of performance appraisal under any program developed and awards.

PERFORMANCE MANAGEMENT SYSTEMS

- 1. REASON FOR ISSUE:** To issue Department of Veterans Affairs (VA) procedures regarding performance management systems.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains VA policy on performance management. The pages in this transmittal replace the corresponding page number in Part I and II of VA Handbook 5013, dated April 15, 2002. The changes revise coverage and exclusion sections based on additional Title 5 positions being converted to Title 38 hybrid positions. The changes will be incorporated into the electronic version of VA Handbook 5013 that is maintained on the [Office of Human Resources Management and Labor Relations Web site](#).
- 3. RESPONSIBLE OFFICE:** The Human Resources Management Employee Relations & Performance Management Service (051), Office of the Deputy Assistant Secretary for Human Resources and Labor Relations.
- 4. RELATED DIRECTIVE:** VA Directive 5013, Performance Management Systems.
- 5. RESCISSIONS:** None

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PART I. TITLE 5 PERFORMANCE APPRAISAL PROGRAM

1. COVERAGE. This part applies to the process used to appraise the performance of the following Department of Veterans Affairs employees:

- a. General Schedule employees, including employees covered by the Performance Management and Recognition System Termination Act of 1993.
- b. Federal Wage System employees.
- c. Scientific and Technical (Senior Level) employees paid under 5 U.S.C. 5376.
- d. [Full-time, part-time and intermittent hybrid Title 38 employees] appointed under 38 U.S.C. 7401(3) or 7405[(a)(1)(B)].
- e. Veterans Canteen Service employees appointed under 38 U.S.C., chapter 78.
- f. Temporary and term employees, except as specifically excluded.

2. EXCLUSIONS. This part excludes the following:

- a. Officers appointed by the President [,] by and with the advice and consent of the Senate, or by the President alone, to positions for which rates of basic compensation may exceed the maximum rate provided in the General Schedule.
- b. Employees in the Senior Executive Service.
- c. Full-time, part-time, and intermittent physicians, dentists, chiropractors, nurses, nurse anesthetists, optometrists, podiatrists, physician assistants, expanded-function dental auxiliaries appointed under 38 U.S.C. 7401(1), 7405(a)(1)(A), or 7406, and individuals appointed under 38 U.S.C. 7306 in the Office of the Under Secretary for Health.
- d. Non-U.S. citizens employed at the VA Regional Office, Manila, Republic of the Philippines, who are paid according to local prevailing wage rates.
- e. Temporary employees in the excepted service for which employment is not reasonably expected to exceed 90 days in a 12-month period.
- f. Members of the Board of Veterans' Appeals and the Board of Contract Appeals.
- g. Veterans Benefits Administration (VBA) non-executive directors.
- h. Veterans Health Administration (VHA) Associated Health Trainees.
- i. Employees covered by the VHA Executive Career Field Program.

3. COVERAGE. This policy applies to the following VA employees:

- a. General Schedule employees, including employees covered by the Performance Management and Recognition System Termination Act of 1993.
- b. Federal Wage System employees.
- c. Scientific and Technical (Senior Level) employees paid under 5 U.S.C.5376.
- d. [Full-time, part-time and intermittent hybrid Title 38 employees] appointed under 38 U.S.C. 7401(3) or 7405[(a)(1)(B)].
- e. Nonappropriated fund Veterans Canteen Service employees appointed under 38 U.S.C., chapter 78.
- f. Temporary and term employees, except as specifically excluded.

4. EXCLUSIONS

- a. Officers appointed by the President [,] by and with the advice and consent of the Senate, or by the President alone, to positions for which rates of basic compensation may exceed the maximum rate provided in the General Schedule.
- b. Employees in the Senior Executive Service.
- c. Physicians, dentists, nurses, and other employees in the Veterans Health Administration whose pay is fixed under 38 U.S.C., chapter 74. (See part II of this handbook.)
- d. Employees in the Veterans Health Administration appointed under 38 U.S.C., chapter 73.
- e. Non-U.S. citizens employed at the VA Regional Office, Manila, Republic of the Philippines, who are paid according to local prevailing wage rates.
- f. Temporary employees in the excepted service for which employment is not reasonably expected to exceed 90 days in a 12-month period.
- g. Members of the Board of Veterans' Appeals.
- h. Members of the Board of Contract Appeals.
- [i. Employees covered by the Veterans Health Administration Executive Career Field Performance Appraisal and Recognition Program. See VA Handbook 5013, Part I, Appendix F.]

5. GENERAL PROVISIONS

a. This appendix contains the requirements of VA's performance appraisal system as well as the policies and parameters for the administration of performance appraisal in VA. Under this system,

PART II. TITLE 38 PROFICIENCY RATING SYSTEM**1. SCOPE**

a. This part implements the Proficiency Rating System used to appraise the performance of full-time, part-time and intermittent physicians, dentists, podiatrists, optometrists, chiropractors, nurses, nurse anesthetists, physician assistants, and expanded-function dental auxiliaries appointed under 38 U.S.C., chapter 73 or 74.

b. This part excludes the following:

(1) The Under Secretary for Health

(2) Distinguished Physicians

(3) Individuals at the Director grade appointed under 38 U.S.C. 7401(1) and individuals appointed under 38 U.S.C. 7306.

(4) Full-time, part-time and intermittent [hybrid Title 38 employees] appointed under 38 U.S.C. 7401(3) or 7405[(a)(1)(B)].

(5) Title 38 employees covered by the Veterans Health Administration Executive Career Field Program. See VA Handbook 5013, Part I, Appendix F.

2. REFERENCES. Title 38 U.S.C., chapters 73 and 74

3. POLICY

a. The requirements for the Proficiency Rating System are regulations prescribed pursuant to section 7421 of Title 38, U.S. Code. The proficiency rating system is designed to assure the effective and efficient utilization of the covered employees and to furnish bases for assistance and guidance to them in the performance of their assignments and the development of their skills and abilities.

b. The proficiency rating system provides for planned, continuous, and systematic review, analysis and evaluation by all supervisors of the effectiveness of employees in their assignments.

c. The proficiency rating of supervisors includes an evaluation of their performance in furthering equal employment opportunity, including employment of disabled veterans and other individuals with disabilities, minority groups, and women.

4. PROCEDURES. The Under Secretary for Health and designees will prescribe instructions for periodic counseling of employees, for regular annual proficiency ratings, for delays of these ratings, and for special ratings to be made as administratively required.